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Office Memorandum • UNITED STATES GOVERNMENT**TO** : Chief, Technical Review and Policy Staff**DATE**: 17 February 1955**FROM** : Chief, Administrative Staff**SUBJECT**: Weekly Activity Report1. GENERALa. Agency Regulations (continued item)

(1) Logistics Office concurrence has been forwarded to the Regulations Control Staff regarding proposed Agency

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procedures, has been submitted to the Regulations Control Staff for forms coordination and publication. The Chief, Regulations Control Staff has requested additional information concerning comments received relative to the handbook in the working level collaboration stages and comments received during the field test of the handbook. The Chief, Regulations Control Staff has indicated that after he has reviewed the handbook in detail, and the above information, he expects to recommend its publication without further coordination.

b. Logistics Office Notices and Instructions (continued item)

No items to report.

c. Employee Suggestions (new and completed item)

25X1A [REDACTED], Transportation Division, was granted an award of \$20.00 for a meritorious suggestion concerning shelving of panel trucks for protection of fragile items.

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2. PROJECTS AND STUDIES IN PROCESS

a. Career Management Records (continued item) ?

No change.

b. Records Survey (continued item) ?

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

Further discussions between the LO Budget Officer and the Acting Chief, Transportation Division, and his Deputy were held in connection with subject allotment on Monday, 14 February 1955. The Acting Chief, Transportation Division requested that he and his staff be given more time to review the proposed memorandum to the Comptroller concurring in the single confidential funds allotment, and the proposed handbook covering the establishment and operation of the allotment control system.

d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item) ?

Nothing to report.

e. Management Survey, Mail and Courier Branch (continued item)

Nothing to report. ?

f. LO Requirements for Printing and Reproduction Facilities for the Disaster Plan (completed item)

LO Requirements regarding the subject have been submitted to the Planning Staff.

g. Survey on Inventory of Armed Services Training Facilities (continued item)

Nothing to report.

h. Training Records Project (new and continued item)

An alphabetical card file is being established, containing individual training information on each LO employee, in connection

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with this record project. Cards will contain information on all internal and external training the individuals have completed since EOD with the Agency.

i. Establishment of New Allotment Account to Fund Costs in Connection with Construction of New Agency Headquarters Building (new and completed item)

✓ The Budget Division, Comptroller's Office informally notified the Budget Officer, LO, that account No. 5-6811-20 (vouchered funds) and entitled "Plans and Construction" has been established in the Agency Chart of Allotment Accounts to provide for the funding of the construction of a new Agency headquarters building. A tentative allocation of \$25,000 has been approved for allotment under this account.

j. Preparation of Status Report Covering Field Reports Required by LO (new and continued item)

Upon instructions contained in DD/S Minutes of Staff Meeting dated 3 February 1955, an informal status report is being prepared covering field reports required by the Logistics Office as a result of Regulations pertinent to LO activities.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

25X9



(2) Logistics Support Course (completed item)

The Sixth Logistics Support Course was launched 14 February 1955, with an enrollment of twenty students, the largest class to date. Ten students are LO employees, and ten are logistics-type personnel in other components of the Agency.

(3) Special Covert Training (completed item)

This special training in the handling of sensitive equipment for three Logistics personnel is being completed this week. The program was developed in conjunction with TSS, with instruction provided by OTR.

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(4) Management Training (new and completed item)

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Two LO employees are enrolled in the OTR Basic Suspension Course beginning this week. Application for [REDACTED] LO Security Officer, to attend the eight-week management training course at the University of Pittsburgh has been approved by the DD/S and the Director of Training.

b. Request for Construction (completed item)

Work on the enlarging of the mail loading platform at Que Building and the modification of the fence in that area has been completed.

c. Additional Courier Service (new and completed item)

(1) Arrangements were made with the Chief, Mail and Courier Branch to provide regular mail and courier service to O/SA/DCI/PG, room 153 South Building. This service began on 9 February 1955.

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(2) A request has been received from [REDACTED] [REDACTED] DDP, that arrangements be made for the Mail and Courier Branch to provide courier service between "L" Building and the [REDACTED]

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25X1C

service, which was recently approved by the Director of Central Intelligence, is set for a trial period of approximately six months.

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In providing priority service for this assignment, the Mail and Courier Branch is experiencing difficulty in meeting time

[REDACTED]
make it extremely difficult to provide the required service.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease over previous report

Post Office Mail

Incoming

4,746

- 119

Outgoing

7,303

+ 901

12,049

+ 782

Postage Expended

\$779.28

- \$198.67

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(2) Courier Activities

| | | |
|------------------------------|--------------|-------|
| Scheduled Courier Trips | 295 | - 7 |
| Special Courier Trips | 108 | - 8 |
| Inter-Agency Mail by Courier | | |
| Incoming | 1,723 | ✓ 30 |
| Outgoing | <u>2,107</u> | - 159 |
| | 3,830 | - 129 |

e. Conversion of LO Chauffeurs from CPC to WB (continued item)

Representative of the Classification and Wage Division, Personnel Office, is making a study of these positions prior to the conversion which is scheduled to take place in March.

4. SPECIAL PROBLEMS

Nothing to report.

5. MAJOR OBJECTIVES

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a. Freight Elevator at [REDACTED] Building (continued item)

Nothing to report.

✓
LO/AS:mel

Distribution:

3 - Addressee
1 - LO Official file
1 - LO/AS Routing

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